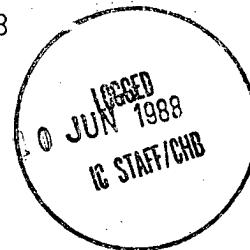


ADMIN - SR

ICS 3566-88  
10 June 1988



MEMORANDUM FOR: Chief, Logistics, AS/ICS

FROM:

Director, Program & Budget Office

SUBJECT: Request for Cleaning Service - Carpet Shampoo

I request that all of the carpet in the Fourth Floor main area be cleaned as soon as possible. Because of the light color of the carpet, it stains very easily and is really getting to be an eyesore. If funds were available, we would request new carpeting. However, I know this is impossible; so I ask that you take immediate action on this request.

Distribution:

Original - Addressee  
1 - PBO Subject  
1 - PBO Chrono  
1 - ICS Registry

DCI/ICS/PBO 10 Jun 88)